



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>April 10, 1973</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>MAY 8 1973</b> Application No.: <b>73-339</b> Date Completed: <b>MAY 11 1973</b>	
2. Agency Application No. <b>118 LTA KKB</b>				4. Person to Contact <b>Emory Brinson EPB</b>	
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Markets &amp; Commodity Promotion Division - Markets and 19 Hunter Street, S.W. Warehouse Unit Atlanta, Georgia 30334</b>		5. Working Title <b>Div. Director</b>		6. Tel. No. <b>656-3680</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1973 - to date</b>		9. Exact Series Title <b>ROADSIDE MARKETS CERTIFICATE FILES</b>			
10. What is the function of the office in which this record series is created?  The Markets and Commodity Promotion Division provides services to improve marketing of agriculture products, to find new outlets and uses for products, and to help promote Georgia products both nationally and internationally. It regulates the warehouse storage facilities for agriculture products and inspects products for quality and quantity.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to certification of roadside markets for agricultural products. Documents are: Certification and Inspection Report (no number) gives description of road side market. Certificate of certification (no number) gives permit number to operate. Agreement and application form (no number) gives owner and location of business and products sold. Correspondence relating to roadside markets.  File is arranged by permit number.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	No. of Drawers Cu. Ft. of Records	
Letter-size File Drawers		1	1	* estimated - not final	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				*Cannot be determined new program	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Is there a duplication of this series in another office or agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Does the series contain classified information requiring security handling?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Does the series initiate, amend or terminate agency policies and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Could the function be performed if the files were lost or destroyed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Does the record series provide data as input to an EDP file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Does the record series contain documentation produced as EDP printout?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate is good until withdrawn by either the Commissioner of Agriculture or the owner of the roadside market.		
23. Will there be a need for these records 10, 15 years from now? If yes, what?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

24. **REQUIREMENTS.** The following requires the files to be kept other years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Certificate is good until withdrawn by either the Commissioner of Agriculture or the owner of the road side market.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See below, then:

- ☐ Hold in the current files area            month(s)/           year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold            year(s):  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☒ Other: (Specify) certificate is

Hold certificate in active files until/revoked or withdrawn, then withdraw folder from active files and place in inactive files. Cut off inactive file at end of each calendar year; hold in current files 1 year, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	3/10/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	3/10/73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hagan</i>	5-10-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hunt</i>	5-7-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. H. H. H.</i>	5/10/73

STATE RECORDS  
COMMITTEE